



Volunteer Placement Processes





Placement Process: INQUIRY STAGE

Online Inquiry

Volunteer Candidate Telephone Interview Protocol

1. What motivates you to volunteer in Israel?
2. What are your prior experiences in Israel?
3. Do you have family or friends in Israel? Where are they located?
4. Have you travelled alone and lived alone in another country? Please describe those experience(s).
5. Based on your answers, please tell me more about what you see yourself doing as a volunteer?
6. Do you do volunteer work at home? What do you like most about volunteering? Do you see yourself doing similar or different kinds of volunteer work in Israel?
7. What kind of people would you want to work with? Describe range we consider - Jews, Arabs, African refugees, healthy, disadvantaged, disabled
8. What is your level of understanding or speaking Hebrew? (helps us to place people in an appropriate position)
9. What housing needs would you require? Where in the country would you consider volunteering?
10. What would you see yourself doing in your non-volunteer time in Israel?
11. Describe SVFI processes
 - *Inquiry Form/Resume
 - *Telephone Interview
 - *Initial Search for possible placement - high level, no commitment
 - *Application form/fee
 - *Full Placement search
 - *Placements offered
 - *Non Profit interview if required, background check if required.
 - *Placements finalized
 - *On-site support
12. Volunteer Candidate Questions



Placement Process: INQUIRY STAGE

SAMPLE VOLUNTEER PROFILE

Volunteer Profile for Matching

Name	
Email	
Phone	
Professional Background	I'm a special education teacher. I have experience in teaching assistive technology to students with mild to moderate disabilities. Most of the children I work with have learning disabilities and autism. I love working on the computer. I can navigate a MAC pretty well and have made informal websites for myself. I am also a writer. I've been published by McGraw Hill. I co-wrote a teacher's manual called, Computer Applications in the Inclusion Classroom. I've also just completed a manuscript about a Jewish boy who has learning disabilities and is struggling in his life with the death of his mom. I once owned a bakery where we made knishes. I have several special ed credentials as well as a general education credential. I like working with teens. I have a MS degree in special ed and a minor in Mediated Learning (Reuven Feuerstein)
Location Preference	Tel Aviv and the Coastal Plain (including Netanya), Beer Sheba and Negev, including Southern Coastal Cities
When Available	I'm available in the summer of 2011 from June through August (I do have a few commitments in July for 10 days.)
Length of Stay	One month
Hours per week	Need clarification – either 10 or between 11-20
Hebrew Language Skills	none
Other Languages	
Prefer to work with:	Elementary School children, High school children, Young adults, Adults, Seniors and the Elderly, People with disabilities
Volunteer Interests	I was a Speech and Theatre major in undergraduate school. I love doing theatre with children. I love to do staff development as well. I'd love to pass on all the effective strategies that I have learned as a special education teacher. I'm also a cancer survivor of 22 years. I have a great attitude and would love to be able to help others overcome the fear.
Other Notes	Something in the arts, teaching English, writing, computers. I'm not too out doorsy.



Placement Process: APPLICATION STAGE

[Sample email on volunteer track options](#)

Dear XXX,

Skilled Volunteers for Israel has made promising inquiries into volunteer opportunities for you. Before we can move forward, we need feedback from you as to which of the following volunteer tracks to pursue on your behalf. We have explored volunteer options that tie directly to your experience as a special education and English instructor. Given that you are flexible as to where you want to volunteer, the following options provide volunteer tracks in different locations.

1. Work with high performing Ethiopian middle and high school students on English remediation and conversational English in either Tel Aviv or Nes Tziona.
2. Support a remediation program in a disadvantaged Jerusalem neighborhood. Several neighborhood based organizations run summer English programs for elementary, middle and high school youth. These programs are finalized in the late spring and if interested in volunteering in Jerusalem, we will match you to one of these programs.
3. Work in Jerusalem with an organization focused on inclusion of special needs middle and high school students in an informal educational setting.

To develop your position, please complete the attached application form and submit your non-refundable placement fee of \$150. We look forward to working with you.

[Volunteer Application Form](#)



Placement Process: PLACEMENT STAGE

Volunteer:	Placement Organization:
Primary Volunteer Responsibilities	<ol style="list-style-type: none"> 1. in-class support of English language learning 2. use of Ministry of Education curriculum 3. provide English teacher and program coordinator with teaching resources 4. write one blog post for Skilled Volunteers for Israel website 5. Complete Skilled Volunteers for Israel online evaluation
Primary Location	Jerusalem
Anticipated Time Commitment	<p>4 hours/day x 4 days/week for three weeks</p> <p>Total Commitment: 48 hours</p>
Start Date:	June 28, 2011 - July 21, 2011
Working with:	XXX
Orientation	Organization will provide an orientation to the facility, student population,, daily schedule, curriculum, volunteer expectations
Organization Responsibilities	<p>Provide volunteer orientation as described above</p> <p>Set volunteer work schedule in collaboration with volunteer</p> <p>Provide support to volunteer throughout volunteer engagement</p> <p>Schedule, prepare for, and meet with volunteer as needed</p> <p>Provide feedback to volunteer as needed</p> <p>Provide volunteer with exit interview on experience</p> <p>Complete Skilled Volunteers for Israel online evaluation within 5 business days of end of volunteer engagement</p>
Background Information	<p>JVP Bakehila focuses on reducing educational gaps with youth in poor neighborhoods in Jerusalem. XXX is in charge of the activities in Neve Yaakov, a very poor neighborhood in the northern part of the city.</p> <p>From xxx, Bakehila runs a special program in two elementary schools in Neve Yaakov, called "Maavarim", giving 5th-6th graders an intensive "push" before they begin their studies in junior high schools outside the neighborhood. These two weeks include English, math and Hebrew studies in small groups, with teachers and year of service volunteers, in cooperation with the Ministry of Education. The children are mostly Ethiopian immigrants and very often are non-readers in English and need a lot of help. The program meets between 8:30 am - 12:30 pm in two schools in Neve Yaakov. In each school, there is an English teacher who oversees the program. English will be taught from 8:30-10:30 to one group, and from 10:30 -12:30 with a second group.</p>

Prepared by insert name and date



Placement Process: VOLUNTEER STAGE

Links to online evaluation forms:

[Volunteer Evaluation](#)

[Non Profit Evaluation—English](#)

[Non Profit Evaluation—Hebrew](#)